


Environmental Standard Operating Procedure

Originating Office: Natural Resources Environmental Affairs Office	Revision: 21 March 2014 Supersedes: 1 March 2013	Prepared By: NREA, Subject Mater Expert (SME)	Approved By: Water Resources Manager 
File Name: GRT-ESOP	Effective Date: 1 October 2014	Document Owner: NREA	

Title: Grease Traps

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure is to provide environmental guidelines for the management and use of grease traps/interceptors.

2.0 APPLICATION

This guidance applies to those individuals pumping, working with or maintaining grease traps/interceptors and containers aboard Marine Corps Air Ground Combat Center (MCAGCC), Marine Air Ground Task Force Training Command (MAGTFTC) Twentynine Palms.

3.0 REFERENCES

- Clean Water Act
- WDR Board Order No. 2006-0003
- **MCAGCC, MAGTFTC Sanitary Sewer Management Plan (SSMP)**
- **Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR) and Monitoring and Reporting Forms for USMC Mainside Wastewater Treatment Plant**

Documents that are controlled by MCAGCC, MAGTFTC in accordance with *EMP-12, Document Control*, are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

Improper management of grease and grease traps can contribute to an upset to the wastewater treatment process, harm to the environment, and cause regulatory actions including violations of permit conditions.

4.2 Operational Controls:

The following procedures apply:

1. Ensure cooking residue is poured into collection receptacles for recycling and not poured into sinks or drains. Pots, pans and cooking areas must be wiped prior to washing.
2. Mess Hall facilities shall use alternative method(s) of food waste disposal (Somat Dehydration Unit, ORCA or similar) instead of disposal in the garbage/landfill.
3. Do not wash pans and cooking equipment in unauthorized areas.
4. Ensure floor mats are cleaned inside over a utility sink. Do not wash mats or other items where water will run directly into a storm drain.

5. Perform repairs and maintenance to grease traps in accordance with established Public Works Department (PWD) procedures; and manufactures recommendations.
6. Inspect grease traps on a regular basis.
7. Turnover folder information must be kept for this Standard Operating Procedure.
8. Grease traps/interceptors must be pumped on a regular/reoccurring basis and documentation maintained indicating frequency of pumping.
9. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource Environmental Affairs, Water Resources Office (760-830-7883).

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Documentation of grease traps inspections.
2. Service or maintenance records and work request tracking information for grease traps.
3. Inspection and training records maintained on file for no less than three years.

4.4 Training:

All affected personnel must be trained in this Environmental Standard Operating Procedure and the following:

1. General Environmental Awareness training

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5B, Subject: Integrated Contingency and Operations Plans (ICOP) for MCAGCC, MAGTFTC and MCAGCC, MAGTFTC Environmental Compliance and Protection Standard Operating Procedure

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall ensure the designation of personnel to perform inspections. The ECC shall ensure immediate corrective action for deficiencies noted during weekly inspections. Actions taken to correct each deficiency shall be recorded on the weekly inspection sheet (including Work Request number(s)). Designated personnel shall conduct weekly inspections using this ESOP as guidance.

Grease Trap – ECC/Unit Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments/Action
1. Are pots, pans and cooking areas wiped down prior to washing cooking residue into the sink?			
2. Is food waste disposed of utilizing alternative method(s) (Somat Dehydration Unit, ORCA or similar) instead of disposal in the garbage/landfill.			
3. Is waste cooking oil placed in proper storage container for recycling?			
4. Are wash pans, cooking equipment and cleaning equipment washed off in proper authorized areas?			
5. Are floor mats and other equipment cleaned inside over a utility sink and not where water will run directly into a storm drain?			
6. Are repairs and maintenance to grease traps in accordance with established PWD procedures, and proper records maintained?			
7. Are monthly inspections conducted and recorded?			
8. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION(S) TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____